



# Whidbey Island Conservation District

P.O. Box 490 – 1 NE 4<sup>th</sup> Street, Coupeville, WA 98239 - 360.678.4708 Fax: 360.678.2271

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**Public Meeting Minutes**  
**July 24, 2014**  
**9:00 a.m. - 11:00 p.m.**

**1 Public Meeting**

A regular meeting of the Board of Supervisors of the Whidbey Island Conservation District was held at the District office, 1 NE 4<sup>th</sup> Street, Coupeville.

**2 Attendance and Quorum**

**The following Supervisors, being a quorum of the Board, were present:**

Wendi Hilborn - Chair

Sarah Richards – Vice-Chair

Tom Fournier – Auditor

Fran Einterz – Regular Member

Tim Keohane – (by phone from work in Alaska)

**Also in attendance:**

Karen Bishop - District Manager

Sandy Welch – Office Administer, Treasurer

Ken Drecksell – Farm and Forest Planner

Jared Hamman – NRCS Soil Conservationist

**3 Call to Order and Welcome**

Wendi Hilborn, Board Chair, called the meeting to order at 9:05 a.m.

**4 Minutes**

**Motion (1) Fran Einterz moved to approve the minutes of the June 26, 2014 meeting. Motion passed.**

**5 Financials**

Sandy Welch presented the financial report including the June 27 – July 24 P & L, the monthly voucher report including POS transactions, EFT for Employment security, and the EFTPS 941 payroll tax filing. Also included is a payroll summary, bank account registers for checking and assessment accounts, accounts receivable as of July 24, a report of comp time, vacation and sick leave accumulation; a June 30 balance sheet and both monthly and year to date budget to actual reports. Noted in this month's financials was purchase of a new Dell network server for \$1,159.21 plus \$337.50 for its installation and network hosting, as well as \$3,120 for 2014 WACD dues.

It was noted that the FY14 year-end budget to actual shows a loss of \$6,567.33 which was due to a delayed payment from the Dept. of Ecology for the Ebey's NEP grant (\$9,267.32).

**Motion (2) Tom Fournier moved to approve the June 27 – July 24, 14 P & L, voucher report including #5012 – 5034 (\$29,156.52) POS purchases (\$1,536.34), EFT deposits for L & I and SUI (\$699.98), and EFTPS for monthly 941 payroll tax (\$5,022.32) all totaling \$36,415.16. Motion passed.**

Karen and Sandy explained that the assessment funds are direct deposited from Island County into a separate bank account where they remain until WICD vouchers for them – just as any other funding source. At the end of FY14, \$10,264.32 remained.

**Motion (3) Sarah Richards moved to transfer the remaining FY14 assessment funds (2013 Is. Co tax year) in the amount of \$10,264.32 to a CD which will be combined with the \$6,000 expiring CD for a combined total of \$16,264.32 invested in a 90 day CD for operating reserve. Motion passed.**

Before this 90 day CD expires, Sarah R. suggested that the board revisit the use of Certificates of Deposit as our tool for investing cash reserves.

**Motion (4) Wendi Hilborn moved to accept the 7/23/14 2014 annually updated WICD Inventory of Equipment and Furniture with a total value of \$30,873.25. Motion passed.** Karen noted that this amount appears on the balance sheet as a fixed asset/ office equipment. Depreciation is adjusted annually.

**6 WSCC Business**

Karen said that the new WSCC Regional Manager/ Policy Assistant, Shana Joy will be joining us for our August 28 board meeting.

WSCC has asked our Supervisors to decide how they would best like to see a 15% cut in state funding to WSCC distributed. WSCC provided three scenarios to choose from. Supervisors said that they do not understand the full WSCC budget, including complete allocations to Districts, special programs, and WSCC operations well enough to choose one of these three scenarios and asked that Karen pass along a request for that information to WSCC.

Karen said that staff was reviewing projects that could be highlighted in the WSCC annual report due early September and that she would be communicating with the board on that topic.

**Motion (5) Fran moved to accept the WSCC FY15 addendums for the Implementation and Livestock funding. Motion passed.**

**7 Cost Share Policy FY15**

Karen presented the Cost Share policy draft for FY15 for review.

**Motion (6) Wendi moved that Cost Share Policy Resolution No. 15\_07\_1 be approved. Motion passed.**

Karen will submit a copy to WSCC.

**8 NRCS Report – Jared Hamman**

Jared updated the board on the Regional Conservation Partnership Program (RCPP) where proposals are accepted by NRCS that bring assistance to targeted areas to address targeted resource concerns. State priority areas determine which proposals are funded. Jared noted that WICD should be aware that NRCS will not enter into contracts for cost share with marijuana growers. The Board asked that Karen clarify with WSCC whether the state has developed policy on this yet. The WICD board chair signed copies of the NRCS Cooperative Working Agreement that WICD agreed to in the spring of 2013.

**9 Approve Cost Share Contract**

Wendi Hilborn left the meeting due to possible conflict of interest. Sarah Richards assumed leading meeting as Vice-Chair.

Ken Drecksel presented the Waste Storage facility project for Penn Cove Farm which is another phase of implementation of their farm plan. This project is also part of an EQIP contract which will provide partial funding. The estimated cost is up to \$100,000 with \$35,745 cost shared by EQIP. Between NRCS EQIP and WSCC Cost share, about 75% of the project could be funded. Waste storage pond will be built at 3.7 million gallons. The property is in a critical location with its proximity to Penn Cove and ranked #4 at the 9/5/13 special meeting of the WICD board for project priority ranking.

**Motion (7) Sarah Richards moved to approve the Penn Cove Farm cost share contract - funded through WSCC Shellfish funding - for a waste storage facility – pond (313) for \$35,745. Motion passed.**

**10 Legislative Tour – August 15**

Wendi Hilborn rejoined board meeting and resumed role as Chair.

Karen updated the board on the itinerary.

**Motion (8) – Fran Einterz moved that WICD provide \$500 to NABC to help offset bus and lunch costs for the August 15 Legislative tour. Motion passed.**

**11 Other**

The board would like an update on the Ebey's project at the August meeting. It was suggested that Karen work with Maxwelton landowners to organize a tour of the Maxwelton watershed. Suggested date is August 12.

**14 Upcoming Dates, Review of Motions, Adjourn**

**Action Items**

**Motion (1) Fran Einterz moved to approve the minutes of the June 24, 2014 meeting. Motion passed.**

**Motion (2) Tom Fournier moved to approve the June 27 – July 24, 14 P & L, voucher report including #5012 – 5034 (\$29,156.52) POS purchases (\$1,536.34), EFT deposits for L & I and SUI (\$699.98), and EFTPS for monthly 941 payroll tax (\$5,022.32) all totaling \$36,415.16. Motion passed.**

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**Dates:**

**Friday, August 15, Legislative Tour 8:00 a.m., beginning and ending in Stanwood**

**Thursday, August 28, 9:00 – 11:00 a.m. WICD Board Meeting, WICD Conf. Room**

**Sat/Sun Sept. 20 – 21 – Whidbey Island Farm Tour**

**Thursday, Sept. 25, 9:00 – 11:00 a.m. WICD Board Meeting, WICD Conf. Room**

**Meeting adjourned at 11:10 a.m.**